

# WARREN COUNTY PARKS AND RECREATION DEPARTMENT

# JOB DESCRIPTION

#### I. <u>Name of Position:</u> Financial Manager / Executive Assistant to Director of Parks

- II. Organization Unit: Administrative Office
- **III.** <u>General Summary:</u> This individual is responsible for overseeing financial operations of the department, i.e., department purchases, payroll, employee training, budgetary planning and assisting Director in other administrative functions.
- IV. <u>Qualifications:</u> High School Diploma; 4-year college degree (preferred); ability to be positive with public; extensive knowledge of OneDrive, Microsoft Word, Excel, PowerPoint, and Outlook; experience with processing payroll and maintaining employee personnel files; good written/oral skills; team player. WCPRD is an equal opportunity employer.
- V. <u>Position Wage:</u> This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VI. Employee Classification: Non-Exempt

### VII. Essential Job Functions:

- 1. Process all daily purchase orders and enter purchases into Nexus System.
- 2. Keep organized files of bills to be processed.
- 3. Complete vendor requests per time frames issued by W.C. Courthouse
- 4. Process all payroll and payroll auditing on biweekly schedule and submit to Courthouse.
- 5. Maintain all personnel files for all current and past employees with the required information dictated by County policy.
- 6. Record, maintain, and update all employee vacation/sick time requests.
- 7. Assist Director with all FMLA state-required documentation, keep track of, and file all new employee paperwork.
- 8. Provide Director with detailed weekly appropriation status update reports, revenue reports, and utilities reports.
- 9. Assist Director in coordinating all IT repairs with IT support firm.
- 10. Responsible for contacting all vendors regarding any billing issues that occur to resolve and communicate to Director.
- 11. Assist Director and Business Manager with updating Employee Handbook.
- 12. Assist Director with new employee training and maintaining records.
- 13. Conduct OSHA training for all employees.
- 14. Work with Logistics and Supply Coordinator in ordering of supplies.
- 15. Answer office phones, take reservations and payments.
- 16. Complete all assigned trainings.
- 17. Maintain Pesticide Records for employees: CEU hours, license fees, scheduling of training courses, provide study materials, schedule testing dates.
- 18. Maintain all records for Operation Pride/I-65; Quarterly submittal to County Treasurer (invoice purchases, vehicle lease, gas diesel/unleaded, and payroll data).
- 19. Share financial duties of Business Manager (i.e., run/balance GL and Cash Journal reports, deposit checks, and submit paperwork to Courthouse) as needed or assigned by Director.
- 20. Assist with various special event, office, and administrative functions of department.
- 21. Complete various executive level projects and duties as assigned by Director.
- 22. Assist Director with budgeting process, needed documents, and file retention processes.
- 23. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
- 24. Complete any other duties as assigned by the Director of WCPRD.
- 25. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.

# VIII. Special Work Conditions:

Primarily indoor job; be able to work within tight deadlines; multi-task efficiently.

#### IX. <u>Verification of Understanding Position:</u>

By signing this job description, I agree to perform the tasks outlined within, and I also fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature	Date
Witness Signature	Date
Director WCPRD Signature	Date

WCPRD Updated 12/16/2022